

Instructions: Timesheet for Classified Employees – Agency #136

The Timesheet for Employees can be used by both Exempt and Non-Exempt Employees.

Instructions for Exempt Employees:

Exempt Employees should use the Timesheet when management has approved straight overtime payment for critical mission projects.

1. Fill in your first and last name, social security number, office location, employee status (exempt), and cost center number.
2. The **Work Week** will begin on the first Monday of each Pay Period. Please review the "Payroll Information for January through December 2004" document for pay periods, timeframes for overtime payments, when the Timesheets are due to Payroll, and the date that you receive your paycheck.
3. Starting with **Work Week 1**, follow the weeks that the Timesheet covers from the Payroll Schedule (Pay Period) to complete your Timesheet and key in the dates, Total Actual Hours Worked, any leave taken for the dates listed, Total Hours (time worked + leave taken), and key in the breakdown of the hours worked including regular hours, shift differential, and straight overtime.
4. Repeat the process for **Work Week 2 and 3** to cover all the days in the entire pay period.
5. If straight overtime is earned, select from the drop-down menu the option of pay or leave. If leave is elected, a Leave Activity Reporting Form should be submitted.
6. Read through the statement certifying that the information you are submitting is accurate and true and what the outcomes are should you violate or falsify time records.
7. Under **Employee's Signature** - employees should fill-in their names and date, and email it to their ESD or SLD. A list of the ESDs and SLDs is available on the VITA Web site. *Please submit a Leave Activity Reporting Form with the Timesheet if leave was taken during the pay period.*
8. ESDs and SLDs receiving the Timesheets should review the forms for accuracy and make sure that Timesheets and Leave Activity Reporting Forms are in sync. If the Timesheet is accurate, the ESD or SLD will sign and date it, add applicable comments, and email it to HRTIME-Leave@vita.virginia.gov.

Instructions for Non-Exempt Employees:

Non-Exempt Employees will use this Timesheet to report hours worked and leave taken.

1. Fill in your first and last name, social security number, office location, employee status (exempt), and cost center number.
2. The **Work Week** will begin on the first Monday of each Pay Period. Please review the "Payroll Information for January through December 2004" document for pay periods, timeframes for overtime payments, when the Timesheets are due to Payroll, and the date that you receive your paycheck.
3. Starting with **Work Week 1**, follow the weeks that the Timesheet covers from the Payroll Schedule to complete your Timesheet and key in the dates, Total Actual Hours Worked, any leave taken for the dates listed, Total Hours (time worked + leave taken), and key in the breakdown of the hours worked including regular hours, shift differential, straight overtime, and time and one-half hours.
4. Repeat the process for **Work Week 2 and 3** to cover all the days in the entire pay period.
5. If overtime is accrued, select from the drop-down menu the option of pay or leave. If leave is elected, a Leave Activity Reporting Form should be submitted.
6. Read through the statement certifying that the information you are submitting is accurate and true and what the outcomes are should you violate or falsify time records.
7. Under **Employee's Signature** - employees should fill-in their names and date, and email it to their ESD or SLD. A list of the ESDs and SLDs is available of the VITA Web site. *Please submit a Leave Activity Reporting Form with the Timesheet if leave was taken during the pay period.*
8. ESDs or SLDs receiving the Timesheets should review the forms for accuracy and make sure that Timesheets and Leave Activity Reporting Forms are in sync. If the Timesheet is accurate, the ESD or SLD will sign and date it, add applicable comments, and email it to HRTIME-Leave@vita.virginia.gov.

If employees, ESDs, or SLDs have questions about the Timesheet or the Leave Activity Reporting Form, they can contact Human Resources

via email at HRQuestions@vita.virginia.gov or contact VITA's Leave Coordinator, Vicki Price at 804-371-5538.